

**Vacancy Announcement #00-308 GS/cs**

**VACANCY ANNOUNCEMENT**

**POSITION:** Supervisory Criminal Investigator, GS-1811-14  
Chief, Major Case Branch

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Assistant Director, Field Operations  
Intelligence Division  
Major Case Branch  
Washington, DC

**OPENING DATE:** August 3, 2000      **CLOSING DATE:** August 30, 2000

**AREA OF CONSIDERATION:** Bureau-wide

**DUTIES:** The Major Case Branch is responsible for "after the fact" analysis of selected major incidents/investigations. The staff reviews all available information to determine trends, patterns, connections, and leads. This analysis impacts on how the Bureau conducts future investigations and responds to major incidents.

Exercises full supervisory authority over Branch personnel. Develops and implements policies, practices, and procedures. Conducts short and long range planning for overall goals and objectives in response to changes in funding levels, policy, and legislation. Plans and oversees investigative/intelligence programs that involve analysis of significant criminal investigations relating to violations within ATF's jurisdiction. Plans and directs studies and surveys to evaluate programs to ensure efficiency and economy of operations. Directs the development of appropriate measurement techniques. Furnishes technical information and advice to Special Agents in Charge to provide direction and uniformity in enforcement programs and investigations. Coordinates with other managers within the Bureau and with other Federal, state, local, and international law enforcement agencies; industry representatives; and representatives from other domestic and foreign governments. Participates in interagency seminars and conferences sponsored by private law enforcement associations.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of criminal investigator experience equivalent to the GS-13 level in the Federal Service. Applicants must meet the qualification requirements within 60 days of the closing date of this announcement.

**EVALUATION METHODS:** Applicants will be evaluated on relevant experience; college level education; training and self-development within the past five years; quality step increase, sustained superior performance, special act, and suggestion awards within the past two years; and the performance appraisal.

**SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training, awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show where, how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility.

1. Ability to supervise people and manage an office.
2. Ability to communicate orally in a concise, organized manner, and to supervise and coordinate briefings prepared and presented by others.
3. Ability to direct and delegate authority, and to determine and accomplish objectives and priorities, while adjusting to changing resources, workloads, and needs.
4. Ability to apply the laws, regulations and policies governing the administrative and operational functions of the Bureau.
5. Ability to prepare and review written communications.
6. Ability to perform complex studies and analytical assessments, and make sound recommendations.
7. Knowledge of the mission and programs of the various Bureau directorates.

### **GENERAL INFORMATION**

1. Applications will not be returned.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.
4. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.
5. Initial appointments to supervisory positions are subject to a one-year probationary period.
6. All applicants for competitive consideration will be rated and ranked to establish a best qualified list and then be referred to the Merit Promotion Board (MPB) for interview and selection along with the noncompetitive applicants. All personnel working at Headquarters will be interviewed in person whenever practical. All non-Headquarters personnel will be interviewed by phone until such time as funding for video conferencing or travel is available throughout the Bureau. If a candidate does not make him/herself available during the time the Board convenes, he/she will be considered to have voluntarily withdrawn from consideration. After the interviews, the MPB will make a consensus decision on a tentative selectee. The tentative selectee's name will be forwarded to the Office of Inspection, the Equal Opportunity Office, and the Employee and Labor Relations Branch to ensure that the tentative selectee meets the Bureau's highest standards for new supervisors. The MPB may elect to not select for the position.

### **HOW TO APPLY**

Candidates must submit a written application or resume.

Your application must contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position: the name of employer, dates of employment, job title, grade (if applicable), and a description of duties and responsibilities.
5. Average hours worked in each position per week.
6. Name and location of high school and college and dates attended.
7. Type of degree, if any, date received, GPA, and major/minor field of study.
8. Clear identification of U.S. citizenship.

Applicants should submit the following:

1. Written response to the supplemental experience statement.
2. Most recent performance appraisal (not subject to a discrimination challenge) or the three most

recent performance appraisals (not subject to a discrimination challenge). Points will be given for the most recent performance appraisal which is not the subject of a discrimination challenge or the three most recent performance appraisals which are not the subject of any discrimination challenges. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score.

3. SF-50 reflecting competitive status.
4. Training and self-development within the past five years (courses, training sessions or seminars). Provide month/year, title and length of classes.
5. Description and date of awards within the past two years.
6. Applicant Response Form.

**CTAP:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) must be well qualified for the position to receive consideration for special priority selection. Employees seeking CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a). This includes copies of the agency notice, their most recent performance rating, and their most recent SF-50 noting current position, grade level, and duty location. Well qualified means that the applicant meets the cut off score in the rating process.

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management/Personnel Division  
Room 4170  
650 Massachusetts Ave., NW  
Attn: Merit Promotion Branch  
Washington, DC 20226  
(202) 927- 8610  
TDD: (202) 927-7964

**AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will receive consideration regardless of race, color, sex, age, national origin, politics, marital status, sexual orientation, religion, or any other nonmerit factor.